

**CITY OF LAKE ELSINORE
DEPUTY CITY CLERK**

DEFINITION:

Under the general supervision of the City Clerk performs a variety of technical, analytical and administrative tasks in the Office of the City Clerk including legislative administration and Board, Commission and Committee management, elections administration, records management; This position requires an understanding of the principles and practices related to records management and advanced recordkeeping, legislative processes, and effective public relations. A working knowledge of applicable laws and regulations including the Political Reform Act, Brown Act, California Public Records Act and California elections laws, Fair Political Practices Commission reporting requirements and the principles and practices related to the City Clerk function. This position requires the exercise of considerable initiative and independent judgement.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy regarding punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Clerk.

ILLUSTRATIVE EXAMPLES OF FUNCTIONS:

Duties may include, but are not limited to, the following:

1. Assist and act for the City Clerk in their absence.
2. Supervise and participate in the maintenance and safekeeping of all official municipal documents.
3. Act as office manager and formulate and coordinate work assignments.
4. Manage all tasks associated with public hearings and special proceedings including all legal notifications.
5. Assist in the preparation of agendas and minutes for Council, Authorities, Boards, Commissions and Committees.
6. Supervise the ordering and maintenance of office supplies and equipment and the preparation of purchase requisitions and requests for payment.
7. Assist in the conduct of municipal elections.
8. Assist in budget preparation and administration.

9. Assist in the development and implementation of systems and procedures.
10. Prepare and update procedure manuals.
11. Coordinate City Clerk activities with other City departments, divisions, and sections, and with outside agencies.
12. Supervise, train, and evaluate assigned staff.
13. Apply and implement records management policies, procedures and techniques including records retention and electronic document management.
14. Ensures timely response to subpoenas and public records requests; conduct research and retrieve information and documents.
15. Coordinate FPPC filings of campaign statements and Statements of Economic Interests.
16. Prepare written correspondence and administrative reports.
17. Attend City Council and other Policy Body meetings as required.
18. Participate in professional training and enrichment programs.
19. Perform other related duties as required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

SKILLS: Skills to:

1. Maintain accurate and detailed records.
2. Proper English language usage including spelling, grammar, and punctuation.
3. Work on several assignments simultaneously; set priorities to meet deadlines; and, work independently within established guidelines.
4. Collect, compile, analyze, organize and present data.
5. Use computers and related software applications.
6. Facilitate meetings.
7. Leadership, management and supervisory techniques.

KNOWLEDGE: Knowledge of:

1. Principles and practices of record keeping.
2. Office methods, procedures and equipment usage.
3. Research techniques, sources and availability of information.
4. Project management.
5. Computer applications, including advanced proficiency with word processing software.
6. General customer service principles and practices.
7. Contract management principles and practices.
8. Applicable federal, state and local laws, rules and regulations.
9. Goal setting, program and project development, work planning and organization.

ABILITIES: Ability to:

1. Communicate effectively both verbally and in writing.
2. Understand the organization of the City Clerk's office.
3. Interpret and apply federal, state, and local laws and regulations; Political Reform Act, Brown Act, Public Records Act, Gilroy Open Government Ordinance, and other relevant California laws.
4. Establish and maintain effective working relationships with supervisor, elected and appointed officials, co-workers, representatives from outside agencies, and the public.
5. Develop, analyze and evaluate projects and programs.
6. Use independent judgment while undertaking assigned responsibilities.
7. Identify data sources, collect and analyze information and prepare informative reports.

8. Provide technical assistance, training and direction to other staff members on assigned matters.
9. Maintain a typing speed of 55 words per minute.

REQUIRED TRAINING, EXPERIENCE AND CERTIFICATIONS:

Education and/or Experience: Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

1. Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or related field is desirable.
2. Five years of recent, paid experience performing complex administrative duties in a City Clerk's office, or equivalent experience in a similar government agency. At least three years of experience must have included management/supervisory responsibilities
3. Certification in records management or designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks, preferable.
4. Willingness to continue education and training.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check and background check for employment.

License/Certificate:

1. Possession of, or the ability to obtain, a valid California Class C driver's license.
2. Possession of a certification as a Certified Municipal Clerk, or attainment within 18 months of appointment.
3. Possession of a valid certificate as a Notary Public issued by the State of California, or attainment within 18 months of appointment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds, as well as speech sufficient to communicate in group settings without the aid of a microphone, are also required.

WORKING CONDITIONS

The employee typically works in an office environment. The employee will be asked to attend Council meetings and may be required to work on weekends or during the evenings to coordinate or attend various events. Occasional driving is required to attend special meetings at various City facilities, training sites, and public and private events.

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered during work.